# Nonpoint Source Grants Webinar

Proposals: Priorities, Process & Tips



## Housekeeping

- All lines will be muted.
- Questions can be sent to us via the question/chat box.
- A short survey will be sent after the webinar – please respond.
- We will record the webinar and post it online.



## **Todays Presenters**



**Rob Selesky** 



**Bob Sweet** 



## Rob Selesky



- Information and Help
- New for FY17
- Process and Schedule
- Eligibility
- Program Priorities
  - Program Emphasis



## **Agenda**

- Information and Help
- Process and Schedule
- Eligibility
- Program Priorities
- Putting a Proposal Together
- Tips



## Where to go for info and help?

Nonpoint Source Program Website: <a href="https://www.michigan.gov/nps">www.michigan.gov/nps</a>

- Staff contact information.
- The RFP and appendices.
- All forms and instructions.



### **New for FY17**

- Definition of Supply –v-Contractual.
- Appendix E1 Examples to clarify eligible activities.
- Appendix F Clarified TOST or more stringent ordinances are eligible.



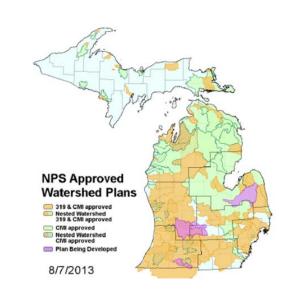
### **Process and Schedule**

- Full Proposals Due October 14th
- Proposal Review
- Ranking Proposals District basis
- Recommendation Package Statewide basis
- Management Review Sequentially by WRD Management, DEQ Management, EPA Region 5, and the State Ad Board.
- o Project Awards!



## **Eligibility**

- Government or non-profit
  - Successful audit,
  - Good standing with DEQ programs,
  - Not federally debarred or suspended,
  - Not an Iran-linked business.
- Watershed with 319/CMI approved plan





## **Eligible Activities**

- Consistent with NPS Program Plan,
- High priority recommendations in approved WMP,
- Located in critical area in WMP.



## **Ineligible Activities**

- Activities required by permit, law or enforcement order,
- Maintenance activities,
- Land acquisition in fee simple (outright purchase),
- Point source related projects.



## Watershed Plan Updates

- Limited funds for Technical Updates.
- General WMP updates not eligible.
- Proposals including a Technical Update will be evaluated on the implementation portion.

## **Project Outcomes**

- o Restoration projects:
  - Meet USEPA strategic targets
    - Restore impaired water bodies.
    - Remove a specific cause of impairment.
    - Improve water quality in a 12-digit HUC.
- Result in measurable improvements in water quality.
- Achieve or make substantial progress toward the targets of a TMDL or watershed management plan.



## **Project Outcomes**

- o Protection projects:
  - Result in measurable water quality improvement at NPS impacted sites in high quality watersheds.
  - Achieve or make substantial progress toward the protection targets of a watershed management plan.
- Outreach and Education projects:
  - Result in measurable social change.



## NPS Program Emphasis: LID and Green Infrastructure

- Impairments caused by unstable hydrology.
- LID or GI is a high priority activity in the WMP.
- LID or GI must be focused on critical areas in the approved watershed management plan.



# NPS Program Emphasis: Agricultural Practices

- Targeted systematic approach to agricultural projects – comprehensive use of BMPs in critical areas.
  - Cropland Management Strategies.
  - Livestock Management Strategies.
- Drainage Water Management
   Strategies



## **Questions?**

- Information and help
- Process and schedule
- Eligibility who, what, where
- Program Priorities
  - Program Emphasis





### **Bob Sweet**

- Program Priorities
  - Tiers
- Putting your proposal together
  - Forms and requirements
- Tips



# **Proposal Selection - Three Tier System**

FY10 – FY16	Total	Tier 1	Tier 2	Tier 3
Received	209	114	71	20
Funded (#)	81	65	15	1
Funded (%)	39%	57%	21%	5%

FY16 only	Total	Tier 1	Tier 2	Tier 3
Received	41	22	15	3
Funded (#)	13	12	1	0
Funded (%)	32%	55%	7%	0%

FY17	Total	Tier 1	Tier 2	Tier 3
Received	40	24	14	2



## Tier Assignment

- o Based on:
  - Project Type,
  - Project Outcomes,
  - Consistency with RFP, NPS areas of emphasis, and NPS Program Plan.



# **Program Funding Priorities Tier 1 - Restoration**

- A targeted water body and:
  - Results in measurable improvement, or
  - Achieve or progress towards protection goals, or
  - Measurable social change, or
  - Program emphasis:
    - LID and GI practices, or
    - Comprehensive and systematic agricultural practices.



# **Program Funding Priorities - Tier 2**

- Eligible water body.
  - Meet one or more of the outcomes listed for Tier 1, or
  - Achieve or make substantial progress toward the NPS load reduction target of an approved TMDL or watershed management.



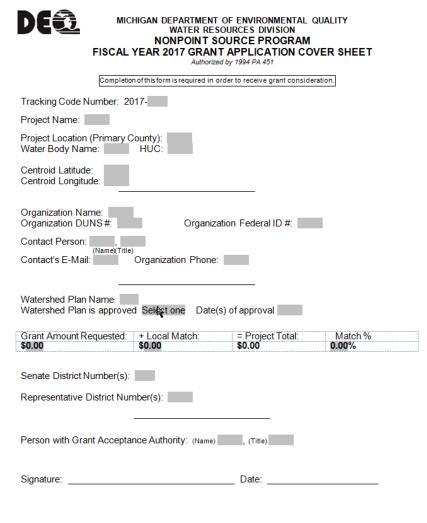
# **Program Funding Priorities - Tier 3**

 Other NPS projects which are consistent with the eligibility criteria and the NPS Program Plan.

Proposals meeting Tier 1 criteria will be considered for funding first. Tier 2 projects may be selected over Tier 1 projects based on projected impacts and NPS priorities. Tier 3 proposals will be considered last.



### **Cover Sheet**



- Download and save to your computer
- Text and dropdown cells
- Project Total



## **Project Description**

- Required Elements
  - A. Statement of water quality concerns/issues
  - B. Project goals and objectives
  - C. Organization Information
  - D. Partners and Related Funding
  - E. Evaluation and Monitoring
  - F. Project Summary



# **Application Tip: Project Description**

- Focus on elements B, D, and E (goals, partners, and monitoring).
- For element F (summary) include very basic watershed description (size and land use), pollutants and sources, key tasks.
- Maximum 5 pages. You must include all 6 elements (but don't have to fill all 5 pages).
- Element E: <u>All</u> projects require some type of evaluation - make sure what's proposed is appropriate for the scale of your project.



# **Application Tips: Project Description Element E - Monitoring Tables**

#### **Social Monitoring**

Purpose of the moni the question to be a					
Target Audience De	scription				
Survey type (mail, phone, etc.):		Population Size	Sample size:	Expected return rate for mail surveys:	

Contact Bob Sweet for Questions sweetr@michigan.gov or 517-284-5520

#### **Environmental Monitoring**

Purpose of the monitoring (i.e., the question to be answered):		
Parameters to be measured:		
Number of locations to be sampled:	Sampling frequency:	

Contact Joe Rathbun for Questions rathbunj@michigan.gov or 517-284-5517



### **Work Plan**

- o Task by task description of proposed work:
  - Identify what will be done
  - Identify who
  - Identify how much
  - Identify products



## Required Tasks

- Grant Administration and Close Out x%
  - Develop and submit quarterly status reports following DEQ guidance...
  - Provide draft and final products...
  - Develop and submit a draft final report...
  - Submit a project fact sheet...
  - Submit all project-related photos...

**Products**: Quarterly reports, copies of all products and deliverables in the quantities and format specified, draft and final project report and project fact sheet.

Also Required Tasks for BMPs, Infiltration and QAPPs



## **Budgets**

- Data entry in yellow shaded cells only.
- o Each line must have:
  - Name,
  - Quantity (Hours or Units), and
  - Rate.
- Adjust grant/match by changing the grant amount.
- Form type based on indirect.



### **NICRA**



#### NEGOTIATED INDIRECT COST RATE AGREEMENT

Date: February 24, 2015

ORGANIZATION World Resources Institute 10 G Street, NE Suite 800 Washington, DC 20002

The rate(s) approved in this Agreement are for use on grants, contracts and other agreements with the Federal Government to which OMB Circular A-122 applies, subject to the conditions in section II.A, below. The rate(s) was/were negotiated by the U.S. Agency for International Development in accordance with the authority contained in Attachment A, Section E.2.(a), of the

#### SECTION I: NEGOTIATED INDIRECT COST RATES

	Effectiv	e Period	Indirect Cost Rates							
Турс			Fringe Be	nefits	100000					
	From	Through	Regular & Term Staff (a)	Temp.	Facility (c)	G&A (d)	Sub-Awards (c)			
Final	10-01-13	09-30-14	41.97%	5.92%	20.71%	13.09%	4.13%			
Provisional	10-01-14	Until Amended	42.97%	5.95%	11.35%	10.58%	5,02%			

#### Base of Application

- (a) Regular and term staff salaries excluding fellowship stipends, intern programs and outside
- (b) Temporary staff salaries excluding fellowship stipends, intern programs and outside
- (c) Total direct costs and applicable fringe benefits excluding sub-award costs
- (d) Total direct cost and applicable fringe benefits excluding sub-award costs
- (e) Total sub-award costs

U.S. Agency for Infernational Development 1300 Pennsylvania Avenue, NAV Washington, DC 20523

#### E. SPECIAL REMARKS:

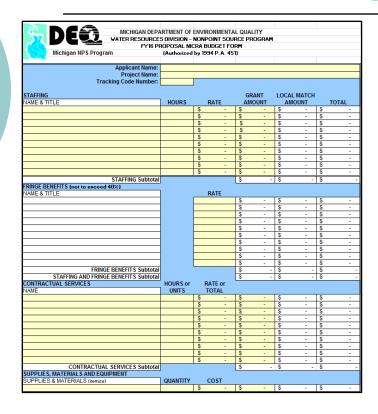
- 1. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in the agreement should be adjusted to the applicable rate(s) cited herein which should be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
- 2. Grants/contracts providing for ceilings as to the indirect cost rate(s) or amount(s), which are indicated in Section I above, will be subject to the ceilings stipulated in the grant, contract or other agreement. The ceiling rate(s) or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the grant or contract agreement.
- 3. The rate(s) hereby approved is/are subject to periodic review by the Government at any time their use is deemed improper or unreasonable. You are requested to advise the Government promptly of any circumstances, which could affect the applicability of the approved rate(s).
- 4. You are directed to promptly submit adjustment vouchers or final vouchers for all flexibly priced grants, contracts or other agreements. Audit adjustments should be clearly delineated so as to be readily identifiable for verification by this office. Care should be taken that amounts claimed do not exceed award limitations or indirect cost rate ceilings.

ACCEPTED: World Resources Institute

Steven L Barker

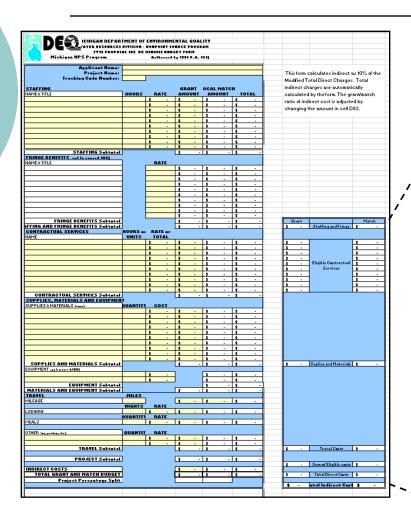
James N. Davis Contracting Officer
Overhead, Special Cust and Cluscout Branch Cost, Audit and Support Division Office of Acquisition and Assistance U.S. Agency for International Develop

## **NICRA Budget Form**



TRAVEL	MILES								
MILEAGE		1		\$	-	\$	-	\$	-
	NIGHTS		RATE						
LODGING		\$	-	\$	-	\$	-	\$	-
	QUANTITY		RATE						
MEALS		\$	-	\$	-	\$	-	\$	-
OTHER (tolls, parking, etc.)	QUANTITY		RATE						
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
TRAVEL Subtotal				\$	-	\$	-	\$	-
PROJECT Subtotal				\$	-	\$	-	\$	-
INDIRECT RATE			0.00%	RATE					
INDIRECT COSTS (Summarize Below)				\$	-	\$	-	\$	-
TOTAL GRANT AND MATCH BUDGET				\$	-	\$	-	\$	-
Project Percentage Split									
	-							•	
SOURCES OF MATCH:		DOL	LAR VALU	COMMIT	TED:				
Organization				In Kind		Cash		Total	
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-
	•		Subtotal	\$	-	\$	-		
	Total N	/latch	Must Equa		n Bud	aet Sheet	Above	\$	

# De minimis Budget Form



	Grant			Match
\$	-	Staffing and Fringe	\$	-
\$	-		\$	
\$			\$	
9			\$	
\$	-			
S	-	Eligible Contractual	\$	
9	-	Services	\$	
\$	-	Services	\$	
\$ \$	-		\$	
9	-		\$	
3	-		S	
\$	-		\$	-
\$	-	Suplies and Materials	s	<u>-</u>
S	-	Suplies and Materials	\$	_
S	_	Suplies and Materials  Travel Costs	\$	
S	_	Travel Costs	\$	- -
8	_	Travel Costs	\$	
S	-	Travel Costs Sum of Eligible costs	S	-

## **Timeline**

#### Elk River Watershed Protection Tracking code 2015-0030 <u>TIMETABLE</u>

Task		Jan- Mar 2016	Apr- Jun 2016	Jul- Sep 2016	Oct- Dec 2016	Jan- Mar 2017	Apr- Jun 2017	Jul- Sep 2017	Oct- Dec 2017	Jan- Mar 2018	Apr- Jun 2018	Jul- Sep 2018	Oct 2018
Task 1.Coordinate and conduct environmental monitoring and follow-up outreach activities throughout duration of the grant. (Cronk – 18%, Myers – 18%, Gelb-3%, TWC).													
Develop and submit Quality Assurance Project Plans (QAPP)	X	X											
B. Perform riparian buffer surveys in the ERCOL			Х	X			X	X					
C. Compile data, develop GIS data layers, maps to display survey results, summary reports, and a detailed final report.					Х	Х			Х	Х			
D. Send survey results and outreach materials to riparian landowners.							Х	X			X	X	
E. Develop website	Х	Х											
F. Provide outreach to riparian landowners							X	X	X	X	X	X	
G. Provide riparian buffer survey information to local governments					Х	Х	X	X	X	X	X	X	
H. Complete short monitoring summary					Х	Х							

### **Attachments**

# Required for all proposals:

- Map(s)
- Independent Auditors Report

#### May be required:

- o Statement(s) on:
  - Implementation
  - Hydrology/Morphology
- BMP Form
- Site plans and photos
- Letter(s) of commitment



## Checklist

#### **Checklist for a Complete Application**

Number the pages of your proposal. Submit three copies of all portions of your application one copy of this checklist (completed and signed by the application preparer), and one (1) electronic copy of the entire proposal.

Your N	NPS Program application should consist of all of the following:
	One-page Application Cover Sheet, EQP 5835.  Maximum five-page Project Description which includes the monitoring information requested in element F (if applicable).  Maximum four-page Work Plan with all mandatory elements.  One or two-page Timetable.  NPS Program Grant Application Budget Sheet, EQP 5834, with an explanation of the source of operation and maintenance (O&M) for any BMPs.
Attach	ments: Required as described on the previous page.
	8.5" x 11" map or maps.  Letter from a certified public accountant (CPA) showing a successful audit (an Independent Auditors Report from a Comprehensive Annual Report).  Statement on Hydrology/Morphology (if required).  Statement on Implementation (if required, can also be included in project description).  Site plan(s) for projects including structural BMPs.  Best Management Practices Form (if required).  Site photo(s) for projects implementing BMPs with NPS funding.
not be	er informationincluding binders, extraneous reports, and general letters of supportwill considered, reviewed, or returned. We highly recommend that you contact the <u>NPS</u> <u>m Staff</u> before submitting your proposals if you have any questions.
	preparer of this application, my signature below indicates I have reviewed the Request oposals and the attached application is complete.

# Putting Your Proposal Together

- Checklist
- 3 hard copies, 1 electronic copy
  - Cover sheet
  - Project Description
  - Work Plan
  - Budget
  - Timeline
  - Map(s)
  - Audit letter
  - Other Required Attachments



## **Proposal submittal**

 Delivered prior to 4:00 PM 10/14/16 or "Post marked" on or before 10/14/16

### Tips

- Metered mail stamp not acceptable.
- Must be less than 1 pound to use US Mail drop box.
- Do Not Bind.
- No fax or email submissions.



## **A Competitive Project?**

- Clearly consistent with the NPS Priorities in the RFP.
- Read the RFP and all instructions.
- Use current forms and NPS format.
- A complete package!
- Written well with all tasks identified.
- Work with NPS staff.



### **Questions?**

- Program Priorities
  - Tiers
- Putting your proposal together
  - Forms and requirements
- Tips



www.michigan.gov/nps



## Michigan Department of Environmental Quality

800-662-9278 www.michigan.gov/deq

- Sign up for email updates
- Follow us on Twitter @MichiganDEQ

